



LOCAL EDUCATION PROVIDER VISITS 2011

East Kent Hospitals University NHS Foundation Trust

Friday 25 November 2011

Specialties being visited: Anaesthetics, Paediatrics and GP

The General Medical Council (GMC) has defined a framework for the quality assurance of training. The KSS Deanery will need to ensure within this framework that there is a clear set of standards for trainers and training environments and that evidence of educational delivery is shared. The Deanery will undertake an annual visit to each Local Education Provider (LEP), and will visit selected specialties within the LEP.

Pre-visit Documentation - "The Bundle"

The bundle of documents contains information from various sources about the LEP and the specialties being visited. You are asked to review the documentation and list notable practice, causes for concern and issues for clarification on the Visiting Team Pro Forma, which you will find in the 'Supporting Documentation' folder.

Visiting Team Pro Forma

Evidence for the delivery and support of appropriate education for specialty trainees will be obtained from a number of sources. The Visiting Team Pro Forma will help you to identify areas where further exploration is required. It should be used in conjunction with the GMC guidance, 'The Trainee Doctor, Foundation and Specialty Including GP Training'.

GMC Standard: The Trainee Doctor, Foundation and Specialty Including GP Training

These are the set standards against which the visiting team needs to report. As you review the bundle, please use this document to help you focus on key areas and ensure adequate coverage of key issues. The Visiting Team Pro Forma follows the same format as this document, which is also in the 'Supporting Documentation' folder.

The completed pro forma should be sent to the Deanery no later than 2 weeks before the visit. Please send your pro forma to quality@kssdeanery.ac.uk

Please Note: This form must be typed and sent by email as a Word document. Handwritten and scanned forms cannot be accepted.

The Visit

The documentary evidence will be triangulated during the visit using interviews with trainees and those delivering and facilitating the training. The visit will include structured focus group discussions with:

- Trainees in hospital posts
- Hospital Faculty Leads
- Specialty Programme Directors
- Educational Supervisors
- Clinical Supervisors

At the end of the visit, brief headline verbal feedback, as encapsulated in the feedback form, will be given to the senior LEP representatives, usually the CEO accompanied by the DME and other relevant staff. Any areas requiring immediate action by the LEP will be communicated to the senior LEP representatives. In addition to this, the CEO and DME will be contacted by the KSS Dean Director via e-mail by the following day.

The Visit Report

A draft visit report should be written by the Lead Visitor together with the visiting team immediately following the visit. A member of the KSS Deanery's Specialty Workforce Team will act as the Visit Secretary, and will type the details of the report into a Visit Report Pro Forma, which is set out under the nine GMC domains.

The draft report will be sent to the visiting team for approval, and will then be sent to the DME for a factual accuracy check. The DME should receive the draft report within two weeks of the visit.

The report (with any amendments suggested by the DME) will be sent to the KSS Deanery's Associate Dean for Quality, who will check the report for consistency. It will then be reviewed and formally signed off at the subsequent meeting of the Deanery's Quality management Steering Group.

Following formal sign off, the final report will be sent to the Trust CEO (copied to the DME, MEM and other relevant stakeholders) together with an Action Planning Template to facilitate the response. Final reports will usually be sent out within six weeks of the visit.

The report will highlight examples of notable practice, recommendations and mandatory requirements with time-limited action points. The report will be made available to the GMC when required for their Quality Assurance processes.

For full details on the visiting process please refer to the '*LEP VISITS PROCEDURE*' document.

KSS Deanery LEP VISIT - East Kent Hospitals

Friday 25 November 2011 – William Harvey Hospital

Paediatrics / ICM / Dermatology / General Practice

(Review of Dermatology Programme - includes consultant and trainee representatives from Brighton, Canterbury, Medway and Worthing)

| Time | Activity | | | Duration |
|--|--|---|-------------------------------|----------|
| 09:00 - 09:30 | Visiting Team Briefing The visiting team meets at the Trust for a final briefing session. | | | 30 mins |
| 09:30 - 10:15 | Faculty Leads The Visiting Team meets the DME, the MEM and the Faculty Group Chairs (from each of the specialties being visited) as one group to discuss key issues arising from the analysis of the bundle and the Trust's self assessment. <i>(The LFG Chairs may wish to make a 10 minute formal presentation to the team)</i> | | | 45 mins |
| Trainee Groups The trainees from the specialties being visited meet members of the Visiting Team as separate groups. | | | | |
| 10:15 - 11:00 | Core Paediatrics trainees | Dermatology (trainees from Brighton, Canterbury, Medway and Worthing) | ICM trainees | 45 mins |
| 11:00 - 11:45 | Higher Paediatrics trainees | | Tour of ICM Department | 45 mins |
| 11:45 - 12:00 | Coffee Break | | | 15 mins |
| 12:00 - 13:00 | Paediatrics Faculty Group | Dermatology Consultants | ICM Faculty Group | 60 mins |
| 13:00 - 13:45 | Lunch | | | 45 mins |
| 13:45 - 14:15 | Visiting Team Review The Visiting Team meets as a group to collate information and prepare for verbal feedback. | | | 30 mins |
| 14:15 - 14:45 | Feedback Session The Visitors provide brief verbal feedback to the CEO (or delegated deputy), DME and MD. Any patient safety issues must be reported and documented. | | | 30 mins |
| 14:45 - 15:00 | Coffee Break | | | 15 mins |
| 15:00 - 17:00 | Report Writing The Visiting Team writes the first draft of the visit report as a group and agrees mandatory requirements and recommendations. | | | 120 mins |

**KSS Deanery LEP VISIT - East Kent University Hospitals
Friday 25 November 2011**

Queen Elizabeth the Queen Mother Hospital

Anaesthetics

| Time | Activity | Duration |
|--|--|-----------------|
| 09:00 - 09:15 | Visiting Team Briefing The visiting team meets at the Trust for a final briefing session. | 15 mins |
| 09:15 - 09:45 | Faculty Lead The Visiting Team meets the Faculty Group Chair to discuss key issues arising from the analysis of the bundle and the Trust's self assessment. <i>(The LFG Chair may wish to make a 10 minute formal presentation to the team)</i> | 30 mins |
| 09:45 - 10:45 | Core and Higher Trainees The Visiting Team meets the core and higher anaesthetics trainees. | 60 mins |
| 10:45 - 11:45 | Faculty Group The Visiting Team meets the Hospital Faculty Lead/Specialty Programme Directors/Educational Supervisors to discuss key issues arising from the trainee focus group and to further explore findings from the analysis of the bundle. | 60 mins |
| Travel to Ashford, Kent to join the WHH Visiting Team | | |
| 13:45 - 14:15 | Visiting Team Review The Visiting Team meets as a group to collate information and prepare for verbal feedback. | 30 mins |
| 14:15 - 14:45 | Feedback Session The Visitors provide brief verbal feedback to the CEO (or delegated deputy), DME and MD. Any patient safety issues must be reported and documented. | 30 mins |
| 14:45 - 15:00 | Coffee Break | 15 mins |
| 15:00 - 17:00 | Report Writing The Visiting Team writes the first draft of the visit report as a group and agrees mandatory requirements and recommendations. | 120 mins |